

Meeting Observation Worksheet

1. Meeting Date: _____

2. How many elected official members are present? ____ Absent? ____

3. Are there any other members present (e.g., CFO)? _____

4. How many people are in the audience? _____

5. How many audience members speak? What issues or topics are they presenting?

6. Name the head of the meeting: _____

7. Watch your board members. Jot down topics that seem to interest them.

8. Note the interaction of the members with each other. Who agrees? Who disagrees?

9. Which board member(s) do you think would be most likely to listen to youth or you personally, and why might you think that? _____

10. What is your general reaction to the meeting? _____
